UNITED
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Secretariat

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13 April 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER ON 25 AND 26 APRIL 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of electrical power starting on Saturday, 25 April 1992, at 7 a.m. until Sunday, 26 April 1992, at 8 p.m. The shutdown is necessary to effect the work required on the short-circuit protection programme of the Headquarters complex. As a result, electrical services and air-conditioning in the following areas will be affected:

(a) Library Building: There will be no electrical power, lighting or air-conditioning in the entire building;

(b) Conference Building: There will be no electrical power or lighting in the south end of the first basement through the third floor (including the Security Council Chamber and adjacent offices and Conference Room 1 and adjacent offices).

(c) Secretariat Building:

(i) There will be no electrical power or lighting from the night elevator cars north, from the first basement through the seventeenth floor. In addition, there will be no air-conditioning on the entire floor, from the first basement through the seventeenth floor.

(ii) The escalator from the first basement to the fourth floor will be out of service. One low-rise elevator will be running on emergency power.

2. In view of the above, the Library Building will be closed to the public. Staff members in the Library, Conference and Secretariat buildings in

the affected areas are requested to ensure that all computers, word processors, minicomputers, photocopiers, personal refrigerators and any other electrical equipment are unplugged before leaving the office on Friday, 24 April 1992. FAILURE TO DO SO MAY RESULT IN POTENTIAL DAMAGE TO THE ELECTRICAL EQUIPMENT.

3. The Secretariat Building will be provided with electrical power EXCEPT as noted in paragraph 1 (c) above. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the shutdown of electrical power may be obtained from the office of the Buildings Management Service, extension 3-5838.